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GIVEN BY

John Estlin Dana.



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## OUTLINE OF A BRIEF HANDBOOK ON THE SUBJECT

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JOHN COTTON DANA, BEFORE THE

NEW JERSEY STATE TEACHERS' ASSOCIATION

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John Cotton Dana,

June 1, 1906



## INTRODUCTION.

More knowledge, as well as skill, is asked of the teachers each year. This calls for more reliance on books. Books in general increase in number, and are used more by teachers each year. Books for children also increase, and the children read more. The teacher, then, each year finds it better worth while to know about books; their character, their use, and care, their special utilities. This is a Primer on the Use of Books. It is not a primer on literature, and touches that subject only slightly.

### 1. MAKING BOOKS.

The author's manuscript; typewritten; should be perfect to the last punctuation point before being submitted to printer or publisher. Text books; usually written or compiled by several authors.

The publisher considers possible sales; appropriate selling price, in view of market; number of copies; general style; and then asks a designer of books to suggest type, page, illustrations, decorations, paper, binding,—all within appropriate cost.

Qualities of paper. Type faces. Page forms. Ink. Illustrations. Binding, including its decoration.

### 2. SELLING BOOKS.

Copyright, purpose, method, results. Publishers, booksellers, agents, subscription agents, advertising, sample copies, prices and discount, second-hand dealers, auctions. Trade journals, trade catalogs. Book reviews, literary journals.

### 3. BOOK BUYERS.

Casual purchasers. Libraries. Collectors. Professional people. School systems.

### 4. STORING BOOKS.

Small private libraries. Book cases. Public school and college libraries. Shelving, stacks: Dust, heat, gas. Cases for school rooms.

## THE USE OF BOOKS

## 5. CARING FOR BOOKS.

Opening, cutting leaves, handling, mending, covering, rebinding.

## 6. SELECTING BOOKS.

For personal use or gifts. The well-made book. Good taste in books. Size, paper, type, page, ink, presswork, illustrations, contents, index. The literary book. The useful book. The fashionable book. Books too small, and too large. Good and poor taste in bindings. Subscription books. Gift books. Illustrated books. Decorated books. Periodicals. Agencies.

For libraries. Book lists, reviews, other aids. Things to be considered; income, other expenses, community, future demands.

For schools. For school use a book may be too well-made. Should last as long as it is clean enough to use.

## 7. MANAGING MANY BOOKS.

Putting books together in classes. Listing or cataloging books. Labeling books. Lending books. Lists on special topics. Rooms, light, shelving, etc.

## 8. READING BOOKS.

For pleasure: Literary books which are works of art. For actual needs: Useful books, which are tools. Quick methods of using books. Title page, date, copyright, author, contents, introduction, index, conclusions, reviews, abstracts. Books of fact. Books of argument. Text books, treatises. Collections. Reference books. Philosophy, psychology, religion, mythology, social science, education, philology, science, useful and fine arts, literature, history, biography, travel. Newspapers. Periodicals. Proceedings. Pamphlets.

## 9. REFERRING TO BOOKS.

The alphabet. Dictionaries, Encyclopædias, their many kinds, general, historical, technical, etc. Periodicals, indexes. Special collections, anthologies, "libraries." How to use books. More essential than knowledge of facts historical or geographical. High and normal school work a failure if it does not give skill in book-use. How to teach pupils to use books. They must learn to look for definite things in a book, not for set places or pages in a book; then to find same things in several books; then to combine the latter. How to use print a culminating thing in education. Using catalogs.

## 10. A TEACHER'S OWN LIBRARY.

Books for pleasure, literature. Technical books. Practice; the school-room, theory; the mind. Reference books. Catalogs, circulars, courses of study, school reports. Periodicals, literary, general, educational, informational. Do



not buy simply because it is the proper and customary thing to do. Buy because you like books, if at all. Share your books. Teachers are gregarious. Books held or read in common will keep conversation on an interesting and helpful plane.

#### 11. BOOKS FOR TEACHERS IN LIBRARIES.

Literature. Pedagogy or practice, The mind and theory, The school house and school room. The child in literature. The child, physical. The child, mental and moral.

#### 12. THE TEACHER AND THE SCHOOL LIBRARY.

Character of library. High School, grammar school, primary school, normal school. Advantages of a library in the school building. Disadvantages. How best used. Best books for school library.

#### 13. THE TEACHER AND THE PUBLIC LIBRARY.

Its opportunities. The teacher's proper claim on it. What it may try to do. The teacher as its co-worker. Relation of school to public library. Public library books in the school building; in the school room.

#### 14. PARTS OF BOOKS AND JOURNALS.

Clippings, pictures; filing, sorting. Use in school room. Pupils can discover, collect and arrange and learn how to distinguish and classify and get, through fragments of books and papers, knowledge of ways of handling many books.

#### 15. BOOKS FOR CHILDREN.

Picture books. Nonsense books. Fairy books. Stories. Poems. Classics. Biography, travel, history, science, etc., Reference books. The habit of reading for pleasure and profit. Skill in reading. The use of books for specific purposes. The teacher's knowledge of books which children read and use.

#### 16. TEACHERS AS GUIDES TO CHILDREN'S READING.

Books in the home. In the school. Readers, text books. In the Library. The school's own library. Library books in the school.

#### 17. BRIEF LIST OF BOOKS, NEWSPAPERS AND JOURNALS.

##### INTERESTING BOOKS ON THE SCIENCES.

Williams, H. S. Story of nineteenth century science. Harper. 1900. \$2.50  
Wilson, L. L. W. Nature study in elementary schools. Macmillan. \$1.60  
Bailey, L. H. The Nature study idea. Doubleday. 1903. \$1.

- Huxley, T. H. Introductory science primer. Amer. Book Co. 35 cents.  
 Parsons, Frances T. How to know the wild flowers. Scribner. 1900. \$2.  
 Lounsbury, Alice. Guide to the trees. 1900. Stokes. \$1.75.  
 McMurry, C. A. Special method in elementary science. Macmillan. 1904. 75 cents.  
 Mowry, W. A. & A. M. American inventions and inventors. 1900. Silver. 65 cents.  
 Cochrane, C. H. Wonders of modern mechanism. 1896. Lippincott. \$1.50.  
 Campbell, Helen S. Household economics. 1897. Putnam. \$1.50.  
 Cromwell, J. H. American business woman. Putnam. 1900. \$2.  
 Hopkins, A. A. Scientific American reference book. 1904. Munn. \$1.50.  
 Scientific American cyclopedia of receipts. 1901. Munn. \$5.

### GOOD BOOKS ON ART.

- Van Dyke, J. C. Art for art's sake. 1899. Scribner. \$1.50.  
 Sturgis, Russell. How to judge architecture. 1903. Baker Taylor. \$1.50.  
 Guide to appreciation of buildings.  
 Krehbiel, Henry. How to listen to music. 1896. Scribner. \$1.25.  
 Van Dyke, J. C. History of painting. 1894. Longmans. \$1.50.  
 Marquand. History of sculpture. 1896. Longmans. \$1.50.

### LITERARY BOOKS.

- Stedman, E. C. ed. American anthology. 1787-1900. 1895. Houghton. \$3.  
 A selection of representative poetry arranged chronologically and well indexed.  
 Stedman, E. C. ed. Victorian anthology. 1837-95. 1895. Houghton. \$2.50.  
 A truthful exhibit of the course of song during 60 years as shown by the poets of Great Britain in their shorter productions.  
 Brooke, S. A. Primer of English literature. Amer. Book Co. 35 cents.  
 Brief, useful introduction. The best of its kind.  
 Crothers, S. M. The gentle reader. 1903. Houghton. \$1.25. Eleven essays, delightfully genial and humorous on such topics as The Enjoyment of poetry, The Mission of Humor, That history should be readable.  
 Lucas, E. V. comp. The open road, a little book for wayfarers. 1900. Holt. \$1.50. Poetry of nature and country life chosen from all times and all kinds of poets.  
 American society for the extension of University teaching. Counsel upon the reading of books. 1901. Houghton. \$1.50. Preface by Henry Van Dyke. History by H. Morse Stephens; memories and biographies by Agnes Repplier; Sociology economics and politics by Arthur T. Hadley; Study of fiction by



Brander Matthews; Poetry by Bliss Perry; Essays and criticisms by Hamilton W. Mabie.

Repplier, Agnes. Points of view. 1891. Houghton. \$1.25. Bright, brief essays on literary topics.

### ENJOYABLE BOOKS ABOUT CHILDREN.

Graham, Kenneth. The Golden age. 1900. Lane. \$1 net.

Ewing, Mrs. J. H. Story of a short life. (1900.) Little. 50 cents.

Philpotts, Eden. The Human boy. 1900. Harper. \$1.25.

Bacon, Josephine (Daskam). The Madness of Philip and other stories. McClure. \$1.50.

Warner, C. D. Being a boy. 1898. Houghton. \$1.25.

Aldrich, T. B. The story of a bad boy. c (1892.) Houghton. \$1.25.

Martin, G. M. Emmy Lou; her book. McClure. \$1.50.

Kelly, Myra. Little Citizen. McClure. \$1.50.

Stevenson, R. L. The child's garden of verses. Scribner. \$1.

### LISTS OF BOOKS FOR YOUNG PEOPLE.

List of Books for Girls and Women and their Clubs. Leypoldt & Iles, eds. A. L. A. Pub. Board, Boston. 1895. 50 cents, paper. Very fully annotated. Includes list of periodicals and hints for girls' and women's clubs. Contains 2100 titles of books worthy to be read or studied by girls and women.

Books for Boys and Girls. Free Public Library, Newark, N. J. 1903. 2 cents (paper). An alphabetical author list of 1697 titles of books for young people, including a number of classics not usually printed in a children's list.

Graded and Annotated Catalogue of Books in the Carnegie Library of Pittsburgh for the use of the city schools. Carnegie Library. Pittsburg, 1900. 60 cents. A complete graded list, including kindergarten, pedagogical and art lists, and an author and title index.

Books Useful to Teachers. Clara W. Hunt. Brooklyn Public Library. 1904. Free. A list of Brooklyn's "Teachers' Reference Collection."

Books that girls like. Clara W. Hunt. Brooklyn Public Library. Free. Suggested books for older girls.

References for Third Grade Teachers. Cleveland Public Library. Wilson Co., Minneapolis, Minn. 25 cents.

Public School Libraries for all grades. Luella C. Carson and Ida B. Roe. University of Oregon. Free.

Books for Boys and Girls. Caroline M. Hewins. A. L. A. Publishing Board, Boston. 1904. 10 cents. Classified by subjects. No grading attempted, except that the books for children under eight or ten are marked with a c.

Books for Boys and Girls. Clara W. Hunt. Brooklyn Public Library. 1904. Free. Not a complete juvenile list, but a list for the librarian or teacher to use in selecting books. A classified list with a good list of reference books added.

Class room Libraries for Public Schools. Buffalo Public Library. 1902. 30 cents. An unusually good graded list, with an author-title index, a subject index, and a list of reference books appended.

Graded and Annotated List of the 500 books in school libraries. Public Library, Evanston, Ill. 1902. 10 cents.

Class list of a \$500 library recommended for schools. N. Y. State Library, Albany. 1901. 15 cents. Includes reference books and books for teachers. Titles for a \$200 and \$300 library also indicated.

Annotated catalog of books used in the Home Libraries and Reading Clubs. Carnegie Library, of Pittsburg. 25 cents. A good list with a subject arrangement and author and title index.

A list of books recommended for a children's library. Compiled by Annie C. Moore. Iowa Library Commission, Des Moines. Free. Practical suggestions as to the selection and purchase of children's books.

#### A FEW BOOKS ABOUT BOOKS.

Baldwin, James. The Booklover; a guide to the best reading. McClurg. \$1.  
Rawlings, Gertrude B. Story of books. Appleton. 35 cents.

A. L. A. Catalog, 8000 volumes for a popular library, with notes. 1904. Washington. Government Printing Office. 50 cents, paper. The best thing of the kind ever made.

Smith, A. M. Printing and writing materials. Phil. Author, Drexel Institute. 1901. \$150 About writing and making books

























